

Public Safety Branch  
Public Safety Group  
Fire Series

**FIRE MARSHALL**

2/99 (JAS)

### *Summary*

Under direction, plan, organizing and direct investigation of fires, inspection of buildings and property, and arrest and prosecution of suspects

### *Typical Duties*

Direct, plan, coordinate and administer fire investigations, code compliance, public education and permit issuance functions as assigned. Involves: establishing policies, and reviewing fire investigation programs and procedures; planning and directing fire law enforcement and surveillance operations, arrest procedures, and search and seizures of premises and vehicles; interrogating suspects, preparing cases for prosecution and testifying in court; issuing citations.

Assign and review plans for inspection of buildings, property, businesses and public places for fire hazards, and for compliance with applicable codes and requirements for the installation of fire protection systems. Involves: inspecting installation of tanks and other facilities used to store and dispense flammable and other hazardous liquids, gases, substances or materials, and explosives; evaluating blasting sites and issuing permits for blasting operations; planning, developing and implementing testing and issuance of licenses for blasters; evaluating and recommending evacuation procedures from high-rise buildings, businesses, assembly and residential occupancy structures; taking appropriate action on complaints regarding hazardous conditions

Supervise and participate in training and certification of personnel as Texas Peace Officer, Fire Prevention Inspector and Fire Arson Investigator; and in interpretation and application of fire prevention laws, ordinance and regulations. Involves; enforcing personnel rules and regulations, standards of conduct and work attendance, safe working practices and procedures; making recommendations and ensuring implementation of operational procedures.

Perform related duties as required. Involves: making recommendations to City Council on code amendments and enforcement procedure; coordinating fire prevention with other City departments, State and Federal agencies; giving lectures and making presentations upon invitation by public and private organizations, schools and businesses; making public announcements on television, newspaper and radio; preparing reports and maintaining records of activities as well as fire causes and losses.

### *Minimum Qualifications*

Training and Experience: Completion of two (2) years of college or university course work and twelve and one-half (12½) years of firefighting and fire prevention experience with the El Paso Fire Department, including two and one half (2½) years of service at the level of Fire Assistant Marshal (FS 6), or above; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: fire prevention and investigation principles, methods, practices and techniques, and related ordinances and regulations; departmental rules and regulations. Considerable knowledge of: principles and practices of firefighting techniques.

Ability to: plan, assign, direct and command assigned personnel; enforce fire prevention ordinances and regulations with firmness and impartiality; express oneself clearly and concisely both orally and in writing; train and evaluate the work of assigned personnel; enforce personnel rules and regulations, standards of conduct and work attendance, and safe working practices; conduct comprehensive investigations and make sound decisions; establish and maintain effective working relationships with fellow employees, officials and the general public; maintain records and prepare reports.

Licenses & Certifications: Texas Class "C" Driver's License or equivalent issued by another state. Must be certified as both a Texas Fire Inspector and a Texas Fire Investigator in compliance with the Texas Commission on Fire Protection Standards of Education, and licensed as a Texas Peace Officer through completion of a Peace Officer training program and passing of the licensing examination in compliance with and administered by the Texas Commission on Law Enforcement Officer Standards and Education, as provided in Article 4413 (29aa), V.C.S., within eighteen (18) months of assignment.

---

Director of Personnel

---

Department Head

